



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 052 - 2010

OPEN TO: All Qualified Candidates

POSITION: Cultural Affairs Assistant, FSN-8; FP-6
(Salary approx. Tk. 44,000 per month)

OPENING DATE: June 22, 2010

CLOSING DATE: July 6, 2010 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Cultural Affairs Assistant** in the Cultural Affairs Unit, Public Affairs Section (PAS).

BASIC FUNCTION: Under the supervision of the Cultural Affairs Specialist, the incumbent assists the management of outreach programs (speakers/specialists /cultural) and the administration of projects (including small grants).



MAJOR DUTIES AND RESPONSIBILITIES:

- a) **Speakers/Specialists/Cultural Programs:** The incumbent plans, organizes U.S. Speakers, Specialist programs in addition to cultural presentations as assigned. Assists in the planning and organization of Speaker/Specialist/ Cultural programs. Develops the programs and coordinates the logistical details with co-sponsoring institutions. Suggests potential topics based on Embassy goals. Proposes, evaluates potential program venues and works with procurement to negotiate with vendors to achieve maximum cost savings to the U.S. Government. Develops program schedules, guest lists, transportation schedules and initiates program-related paperwork, including working with local printers on the design and production of flyers, programs and admissions tickets. Frequently works after-hours and on weekends in support of PAS programs. Drafts reports the impact of cultural programs.
- b) **American Center Outreach and Embassy Speakers Program:** Manages Embassy Dhaka outreach programs, both at the American Center and at other venues. In consultation with American officers in the Public Affairs Section (PAS) and the Cultural Affairs Specialist, recruits members of the Embassy community to participate, identifies appropriate venues, publicizes events and arranges for logistical support.
- c) **Small Grants:** Under the supervision of the Cultural Affairs Specialist, participates in the management of the small grants program. May work with selected institutions to develop grant proposals and coordinates logistical details with grantees. Provides input during review selection process. Oversees selected grants and tracks and reports on progress made by grantees. Arranges disbursement of grant funds and maintains records for proper accounting of disbursements according to the terms of the grant.
- d) **Miscellaneous:** Provides back-up support to the Cultural Affairs Specialist with primary responsibility for Speakers/Specialists/Cultural Programs/Small Grants. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum bachelor's degree in Arts, Business, Communication, English or Social Science is required. *(You must attach a copy of your bachelor's degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) in both spoken and written English and Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum four years of progressively responsible experience in NGOs, think tanks, or cultural organizations is required.



4. Knowledge: Should have generalist background to manage a wide variety of programs and projects. Knowledge of how to manage a wide variety of programs and projects. Knowledge of academic, cultural and religious sectors would be useful. Should be able to build contacts with NGOs that can help program speakers.

5. Skills and Abilities: Ability to design, execute, and evaluate innovative and effective public educational or informational programs in fulfillment of Embassy Dhaka's goals is required. Computer skills are required.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope at South barrier or **FAX at 9887825. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at**



[our website at: dhaka.usembassy.gov](http://dhaka.usembassy.gov). A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad

and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.



2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: x

PAO: x

FMO: x

MGT: x